

CITY OF AUGUSTA SPECIAL EVENTS RENTAL CONTRACT

EVENT DATE(S):

CASE USE ONLY

Please check appropriate site(s). Rental fee based on the number of sites used:

Jessye Norman Amphitheater
Riverwalk Plaza(s) 8 TH 9 TH 10 TH
Augusta Common
Japanese Gardens/Heroes Overlook

Augusta Common Conference Room - \$75.00 FEE
Riverwalk Bulkhead 8 TH
Private Parking Lot APPROVED YES NO

Bookings are accepted on a first come first serve basis. A rental deposit of \$100 and the signed contract is required to confirm your reservation. The insurance, balance of the rental fee, and clean up fee must be received by City of Augusta Special Events at least sixty (60) days before the event. City of Augusta Special Events cannot guarantee any date(s) until the deposit is received.

CASE USE ONLY

RENTAL FEE:	\$	DATE RECEIVED:
FACILITY MAINTENANCE FEE:	\$	DATE RECEIVED:
DEPOSIT:	\$	DATE RECEIVED:
TOTAL DUE (60 days before event):	\$	DATE RECEIVED:

*-REQUIRED

*NAME OF EVENT:									
TYPE OF EVENT:					ATTENDANCE EXPECTED:				
*EVENT WEBSITE:					*EVENT PHONE #:				
*EVENT TIME(S):		SET-UP:		START:		END/BREAKDOWN:			
NAME OR ORGANIZATION:									
*PERSON IN CHARGE OF EVENT(LESSEE):									
*EMAIL ADDRESS:									
*TELEPHONE NUMBER:					ALTERNATE PHONE #:				
ADDRESS:			CITY:		ST:		ZIP:		
ADMISSION FEE: IF APPLIES				PURCHASE LOCATIONS:					
SECURITY PERSONNEL CONTACTED:							DATE :		
WILL THIS EVENT REQUIRE AN ELECTRICIAN ON DUTY?					NO		YES		
STAGE SIZE: IF APPLIES				STAGE SET UP DATE:					
TENT(S) SET UP DATE:				PLACEMENT:		PLEASE ATTACH LAYOUT			
TRASH TRAILER DELIVERY DATE:					PLACEMENT:				
PORTABLE TOILETS:		NO		YES, # UNITS:		# HANDICAPPED:		# SINKS:	
DELIVERY DATE:			WILL UNITS BE SERVICED?:			YES		NO	
CONCESSIONS PROVIDED BY:									
WILL THERE BE VENDORS DURING EVENT?:					NO		YES, IF YES NEXT LINE		
# VENDORS:		CHECK ALL THAT APPLY:		FOOD		CRAFT		MERCH OTHER	
WILL ALCOHOL BE SERVED DURING EVENT?:					YES, PLEASE REVIEW GUIDELINES			NO	
ALCOHOL APPROVAL DATE:									
LIABILITY INSURANCE PROVIDER:							RECEIVED DATE:		
HOLD HARMLESS AGREEMENT:			YES		NO MUST BE 200 OR LESS ATTENDEES AND 2 HOURS OR LESS FOR EVENT DURATION				

Lessee agrees to comply with all applicable guidelines and procedures that are attached and made part of this contract. All events are tentative until approved by the City of Augusta Special Events Office.

SIGNATURE OF LESSEE:	DATE:
SPECIAL EVENTS OFFICE:	DATE:

ALL PAYMENTS MUST BE MAILED TO: CITY OF AUGUSTA SPECIAL EVENTS – 836 REYNOLDS STREET, AUGUSTA, GA 30901
CHECKS PAYABLE TO: AUGUSTA RICHMOND COUNTY